









Steps to EDIT in AUDACITY

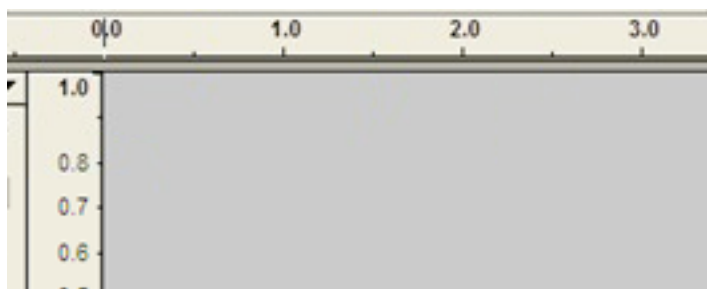


There is an online manual for Audacity which includes using the tools to edit, copy, duplicate, cut, paste and using the effects for Fade in, Fade out, Echo, Change Speed, Change Tempo and more. Please download and read for detailed steps. There is also a Help guide in the menu bar that will answer most questions.

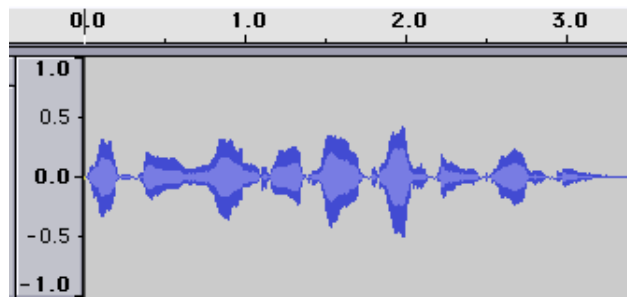
<http://audacity.sourceforge.net/help/tutorials>

Editing Tools

-  Selection tool - for selecting the range of audio you want to edit or listen to.
-  Envelope tool - for changing the volume over time.
-  Draw tool - for modifying individual samples.
-  Zoom tool - for zooming in and out.
-  Timeshift tool - for sliding tracks left or right.
-  Multi tool - lets you access all of these tools at once depending on the location of the mouse and the keys you are holding down.



Ruler across the top measures seconds. Down the side is the sound meter.



EDIT YOUR WAVEFORM

Record your sound or go to **Menu Bar > Projects > Import audio**

Using the "I" selection tool - Highlight the portion of your wave that you would like to change. (Use the Zoom tool to focus on small editing tasks.) Once highlighted

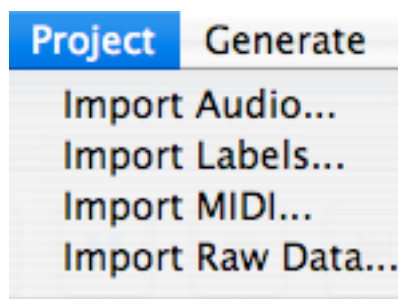
- Click the delete key to delete.
- **Menu Bar > Effects ...** to choose a special effect



Listen to your tracks by muting or as a solo to match up sounds and effect.

IMPORTING SOUNDS AND ADDING MUSIC

Menu Bar > Project > Import Audio > choose file OR can drag and drop. A new track will be added (or two if you have stereo).



MOVING MUSIC OR SOUND

Highlight what you want to move. Select the Time Shift tool and drag the clip to another area on the track.



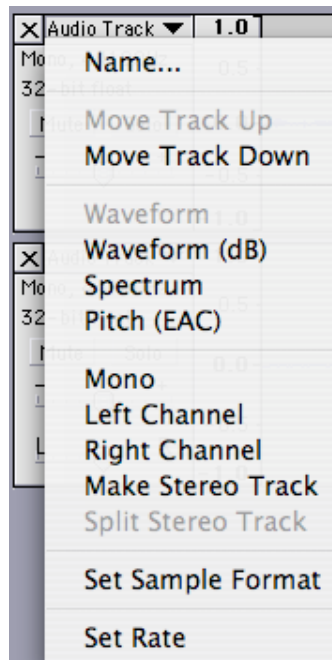
Time Shift Tool

FADE IN AND FADE OUT

Position audio clip where it should start in the track. In the music track - highlight the music that you want to fade in. Go to Menu Bar > Effect > Fade In or Fade Out.

MOVING TRACKS UP AND DOWN

You can move tracks up and down using the Audio Track drop down table.



NOTES:

- There are unlimited "Undo's" to go back in time.
- Always save in your .aup format so that you can edit after you Quit the program.